



MAILING P.O. Box 5033 • Houma, LA 70361

PHONE 985-858-2977 • FAX 985-858-2976 • WEB www.ftcc.edu

F. Travis Lavigne, Jr.
Chancellor

BID SOLICITATION

DATE: February 10, 2009

FAX #:

Following is Bid Solicitation # **09021** for **Surveillance System**.

As a State of Louisiana bid, the **bid price must include all shipping and handling fees**. Please reply on or before 10:00 a.m. March 3, 2009. **Please remember to sign your bid quotation.**

Deliver sealed bid by hand to:

Fletcher Technical Community College
Attn: Bid Department
310 St. Charles Street
Houma, LA 70360

Or mail sealed bid to:

Fletcher Technical Community College
Attn: Bid Department
Post Office Box 5033
Houma, LA 70361-5033

YOUR ENVELOPE MUST BE MARKED AS FOLLOWS:

"Bid Enclosed - Deadline 10:00 A.M. March 3, 2009" so that it will not be opened in error prior to the bid opening. You must include your Louisiana Contractor's License Number on the outside of the envelope.

For additional information, please contact Susan Delahoussaye, Fletcher Technical Community College, Fiscal Operations Department, at (985)857-3655.

Your prompt response will be appreciated. If you wish to be removed from our bid list of vendors please let us know.

MAIN CAMPUS
310 St. Charles St.
Houma, LA 70360

ALLIED HEALTH
5396 Hwy. 311
Houma, LA 70360

LOUISIANA MARINE &
PETROLEUM INSTITUTE
331 Dickson Rd.
Houma, LA 70363

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DELIVERY DATE DESIRED	F.O.B. DESTINATION	BID OPENING DATE AND TIME
21 DAYS ARO	Fletcher Technical Community College	March 3, 2009 TIME: 10:00 AM
VENDOR NAME AND ADDRESS		DELIVER TO: L. E. FLETCHER TECHNICAL COMMUNITY COLLEGE 310 ST CHARLES STREET HOUMA LA 70360
Bidder's Signature: _____ Telephone No.: _____		INVOICE TO: L. E. FLETCHER TECHNICAL COMMUNITY COLLEGE PO BOX 5033 HOUMA LA 70361-5033

STANDARD BID INSTRUCTIONS, TERMS AND CONDITIONS

TO BE COMPLETED BY VENDOR:

1. _____ Please remove our company from this commodity code.
2. _____ Delivery will be made in this number of days after receipt of order.
3. _____ % cash discount for prompt payment if made within thirty (30) days. Cash discounts for less than 30 days or less than 1% will be accepted, but will not be considered in determining awards. On indefinite quantity term contracts, cash discounts will be accepted and taken but will not be considered in determining awards.
4. _____ Bid Bond attached, _____ Certified check attached, _____ Other, if required.
5. _____ Bid reference number. (This number will appear on resulting order or contract).

INSTRUCTIONS TO BIDDERS:

1. Read the entire bid, including all terms and conditions and specifications.
2. All bid prices must be typed or written in ink.
3. This bid is to be manually signed in ink.
4. Bid prices shall include delivery of all items F. O. B. Destination or as otherwise provided. Bids containing "payment in advance" or "C.O.D." requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
5. Amount of bid bond required: 70,000
6. Amount of performance bond, if required: _____ n/a _____ OR _____ n/a _____ % of bid.
7. Desired delivery: 21 DAYS ARO
8. To assure consideration of your bid, all bids and addenda should be returned in an envelope or package clearly marked with the bid opening date and the bid number, or submitted in the special envelope if furnished for that purpose.
9. Bids submitted are subject to provisions of the laws of the State of Louisiana including but not limited to L.E.S. 39:1551-1736; purchasing rules and regulations; executive orders; standard terms and conditions; special conditions; and specifications listed in this solicitation.
10. Important: By signing the bid, the bidder certifies compliance with all instructions to bidders, terms, conditions and specifications, and further certifies that this bid is made without collusion or fraud. This bid is to be manually signed in ink by a person authorized to bind the vendor (see No. 30). All bid information shall be made with ink or typewritten.
11. Address all inquiries and correspondence to the buyer at the phone and address shown above.
12. Conference:
13. Bid forms.


All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed. Bids submitted in the following manner will not be accepted:

- A. Bid contains no signature indicating intent to be bound;
- B. Bid filled out in pencil; and
- C. Bid not submitted on the State's standard forms.

Bids must be received at the address specified in the solicitation prior to bid opening time in order to be considered. Telegraphic and Fax alterations to bids received before bid opening time will be considered provided formal bid and written alteration have been received and time-stamped before bid opening time. Entire bid should be returned, except item pages not bid.

14. Standards of quality.

Any product or service bid shall conform to all applicable federal and state laws and regulations and the specifications contained in the solicitation. Unless otherwise specified in the solicitation, any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation.

SOLICITATION LOG NUMBER: 09021	
Louisiana State Sales Tax not to be included in above price or added to the invoice. Price assumed firm unless otherwise stated. Bid prices must include transportation, prepaid by Bidder to destination. Bids other than FOB destination may be rejected. All general or special conditions, prices and terms contained in the accepted bid, and official rules and regulations for purchasing shall apply to all purchases.	
AGENCY ADMINISTRATIVE OFFICER 	DATE: 2-10-2009

STANDARD BID INSTRUCTIONS, TERMS AND CONDITIONS	SOLICITATION LOG NUMBER: 09021	
OPEN DATE: March 3, 2009 Time: 10:00 AM		PAGE 2

15. Descriptive information.

Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, technical data) sufficient for State of Louisiana agency to evaluate quality, suitability, and compliance with the specifications in the solicitation. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specifications submitted for a product shall be verifiable by the manufacturer. If item(s) bid do not fully comply with specifications (including brand and/or product number), bidder must state in what respect item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.

16. Bid opening.

Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the State of Louisiana agency during normal working hours. Written bid tabulations will not be furnished.

17. Awards.

The State of Louisiana reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

18. Prices.

Unless otherwise specified by the State of Louisiana agency in the solicitation, bid prices must be complete, including transportation prepaid by bidder to destination and form for acceptance for a minimum of 30 days. If accepted, prices must be firm for the contractual period. Bids other than F.O.B. destination may be rejected. Prices should be quoted in the unit (each, box, case, etc.) As specified in the solicitation.

19. Deliveries.

Bids may be rejected if the delivery time indicated is longer than that specified in the solicitation.

20. Taxes.

Vendor is responsible for including all applicable taxes in the bid price. State agencies are exempt from all State and local sales and use taxes.

21. An option for renewal for two additional years is offered under this bid solicitation at the same price, terms and conditions. Approval of both parties, in writing, would be required for renewal each year or period thereof.

Louisiana State Sales Tax not to be included in above price or added to the invoice. Price assumed firm unless otherwise stated. **Bid prices must include transportation, prepaid by Bidder to destination. Bids other than FOB destination may be rejected.** All general or special conditions, prices and terms contained in the accepted bid, and official rules and regulations for purchasing shall apply to all purchases.

AGENCY ADMINISTRATIVE OFFICER



DATE:

2-10-2009

Surveillance System Implementation at Fletcher Technical Community College

Category

Surveillance and Camera Systems

Location of Project: Fletcher Technical Community College Main Campus at 310 St. Charles Street, LAMPI Campus at 331 Dickson Road, and the Allied Health Campus at 5396 Hwy. 311 in Houma, Louisiana.

The scope of this project includes:

A.) Hardware

a. DVR

- i. Main campus - Aver media SA6432E hybrid **(32 channel)** or equivalent
- ii. LAMPI and Allied Health campuses - Aver media SA6416E **(16 channel)** hybrid or equivalent at each.
- iii. Key features include:
 - Multiple and configurable channels display on spot monitors
 - Rack mountable
 - NTSC video format
 - MPEG4 and H.264 software compression
 - Networkable with remote accessibility
 - Ethernet rj-45 10/100/1000 Mbps
 - 16x DVDRW
 - 6TB of storage for the 32 channel
 - 4TB of storage for the 16 channel
 - Embedded Windows XP.

b. Outdoor camera

- i. Quantity: Main campus -14, Allied Health - 6, LAMPI - 14

ii. Features:

- 1/3" color Sony or equal CCD
- High resolution 550tvl
- Mechanical IR cut filter
- .01Lux @f1.4 minimum illumination
- 1/60-1/100,000 second electronic shutter
- 768 x 494 picture element
- Backlight compensation
- 3.5-8mm varifocal auto Iris lens
- Waterproof outdoor housing with lockable clasp
- Wall mount brackets

c. **Indoor Dome Camera**

i. Quantity: Main Campus-18, Allied Health – 10, LAMPI – 0

- 1/3" color CCD
- High resolution 540tvl
- 768 x 494 pixels
- 2.6-6mm varifocal auto Iris lens
- .01 Lux minimum illumination
- Day/night function
- 3-Axis adjustable Pan and Tilt
- Vandal resistant dome

d. **Cable**– Siamese cable or equivalent. Cable must be compatible with DVR and camera system. Length will depend on location and placement of the DVR and the cameras.

e. **Connectors** – Connectors to connect the cable to the DVR and the cameras. Universal RG 59 and BNC Screw On connectors or equivalent.

f. **Power Distribution Unit** – PDU must have 16 channels.

g. **APC Back-ups ES 750VA** or equivalent.

B.) Software

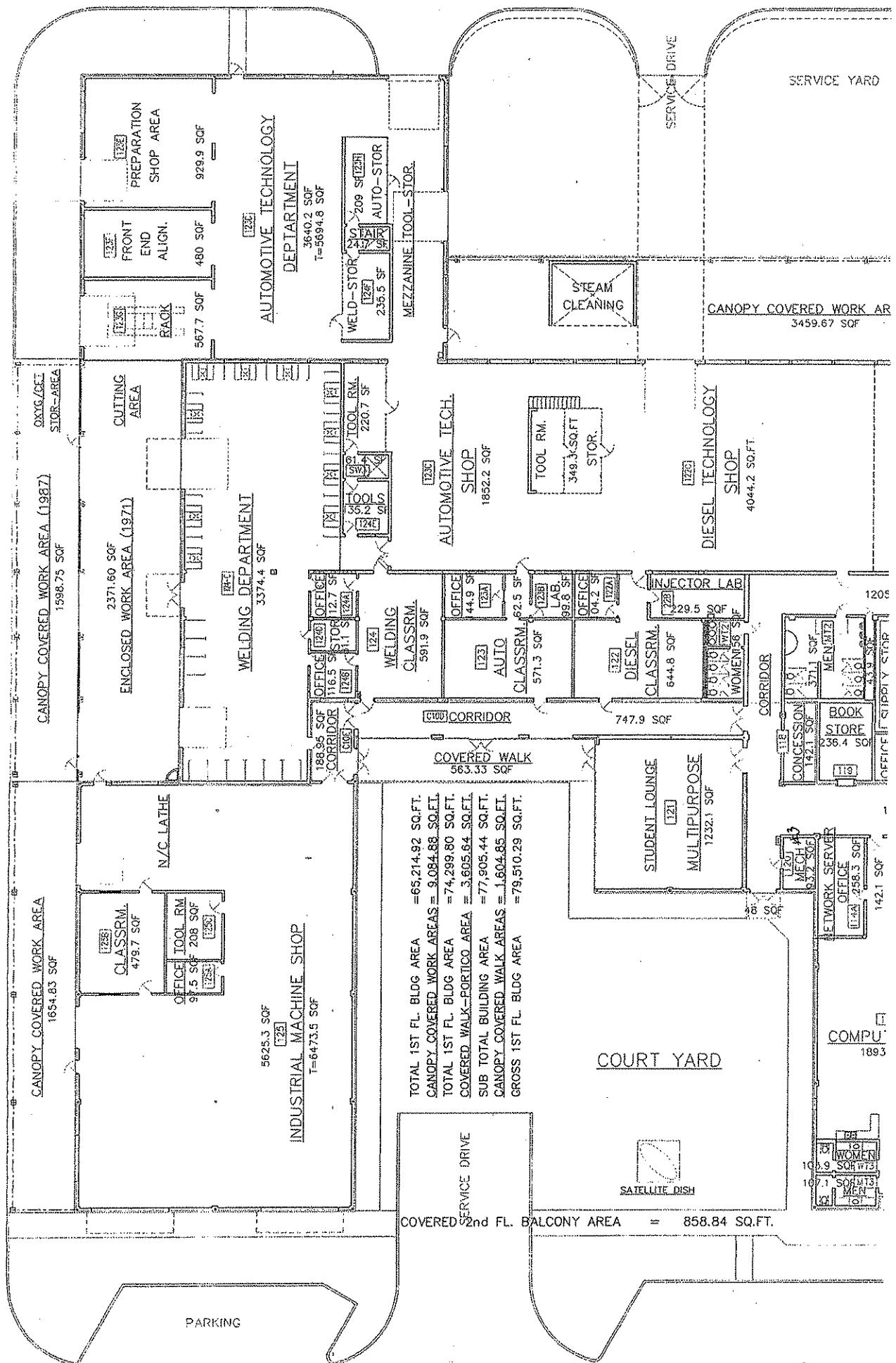
- a. **AverDiGi CMS3000 Management Software** or equivalent. Software must be compatible with DVR system and cameras quoted.
 - i. Necessary key features:
 - Control of up to 16 DVRs
 - Supports full range of NV/SA/XR/EB Net series hybrid DVRs
 - Supports single/dual/triple/four display monitor(s)
 - Support monitor resolution up to 1920 x 1200
 - Simultaneously displays 64 channels on one monitor in different modes (2x2, 3x3, 4x4, up to 8x8)
 - Real-time alarm notifications by e-mail, pop-up video, MMS, warning sound, phone call, and program launch
 - MiniCenter: live remote video/audio, remote PTZ control, 2-way audio, I/O control, Remote Control via VNC
 - Up to 64 EMAPs in hierarchy design
 - Auto or schedule recording and recycling
 - Manual or scheduled backup
 - Auto connection for loss recovery
 - Local and remote playback with multiple search modes
 - Two levels of user access (Administrator and Operator)

C.) Services

- a. Site visit is required for all prospective bidders. Point of Contact for site visit is Candace Chiasson, 985-858-5735 or 985-991-0961.
- b. Contractor is responsible for ordering all hardware and software for the system as well as disposing of all packaging.
- c. Contractor is responsible for the installation and configuration of the entire system. Running the cable from DVR to all cameras, mounting all cameras, terminating all cables into cameras, install hard drive in DVR, install PDU and DVR, terminate cable into PDU and DVR, point and focus all cameras, and test camera system functionality is expected.
- d. Contractor must be able to complete the installation and configuration by March 30th 2009.

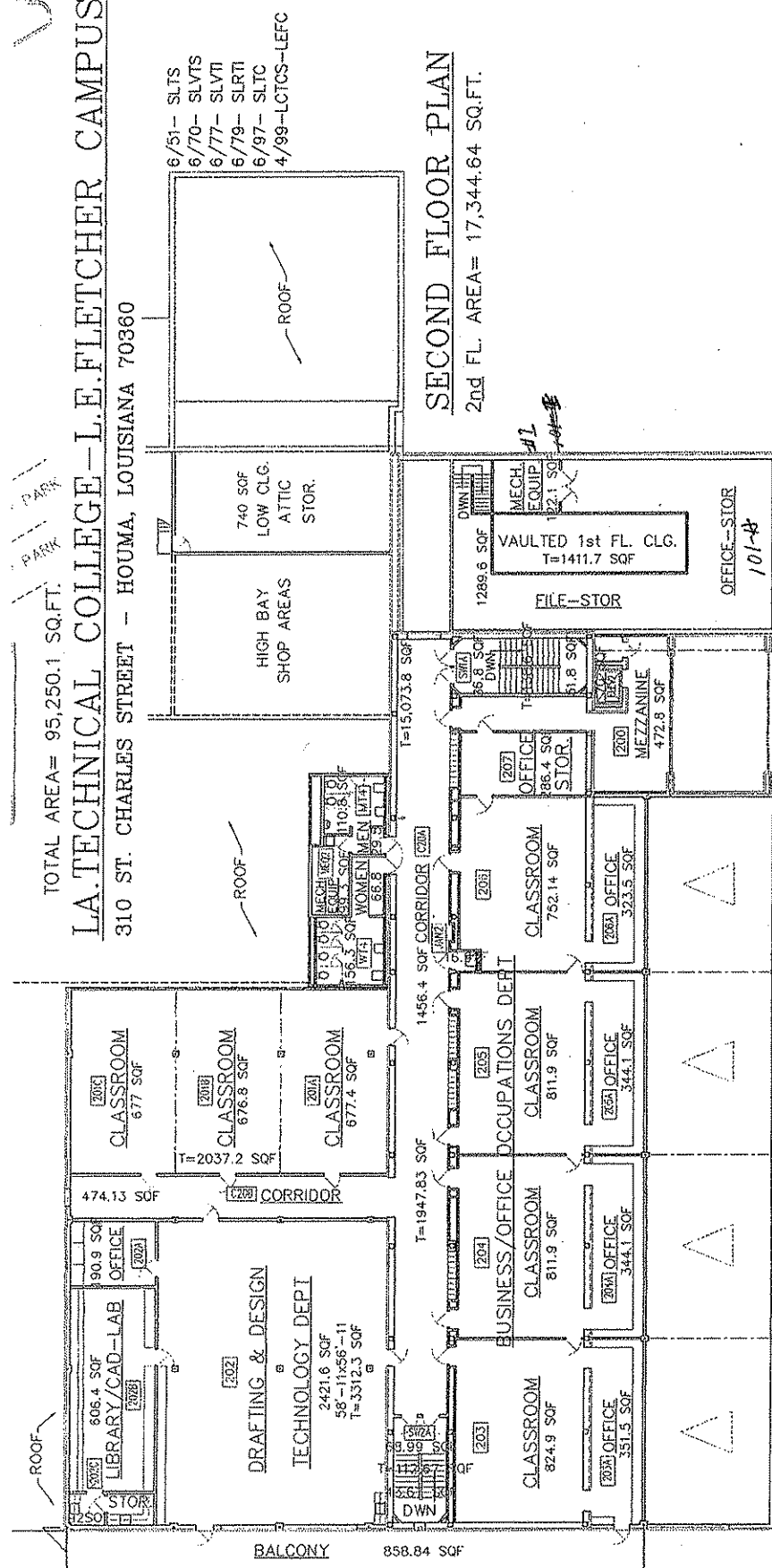
D.) Placement: Contractor must coordinate position of the cameras and DVR system on all three campuses with the Chancellor and Information Technology Department. The system must cover all public hallways, entrances and exits, and parking areas around the campuses.

If any item bid is not the same as mentioned above but equal, proof of similarities are required.



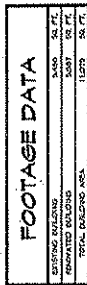
MAN - CONTINUED

310 ST. CHARLES STREET -- HOUMA, LOUISIANA 70360



SECOND FLOOR PLAN

2nd FL. AREA= 17,344.64 SQ.FT.



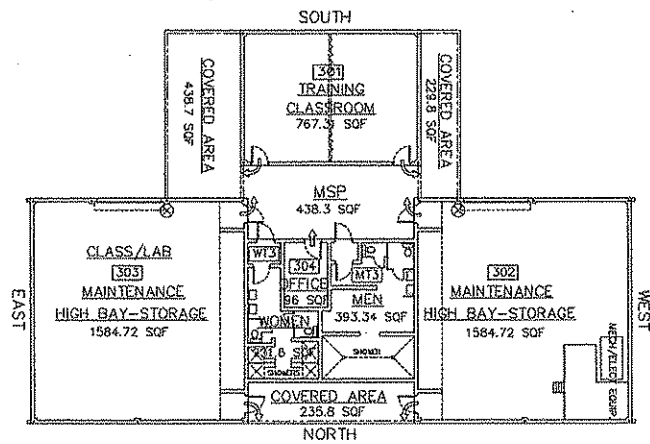
FOOTAGE DATA	
EXISTING RAILING	3,450 SQ. FT.
REPAIRED RAILINGS	3,597 SQ. FT.
TOTAL DUELING AREA	11,575 SQ. FT.



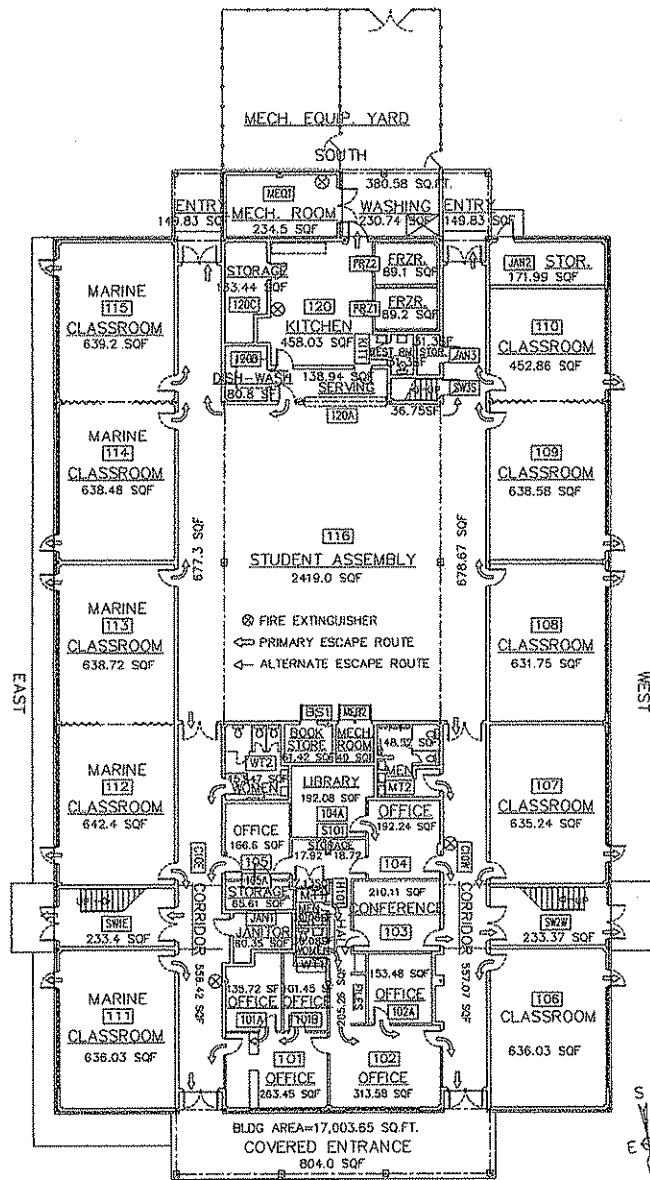
A PROPOSED RENOVATION FOR:		OWNER: MORGAN UNIVERSITY	
L. E. FLETCHER		ORDERED: 7-2-82	
TECHNICAL COMMUNITY COLLEGE		SCALE: 60000	
3396 HWY 311 HOUNA, LA 70346		DATE: 10/28/82	
MILFORD & ASSOCIATES, INC.		PROJECT NO.	
CONSULTING ENGINEERS		SHEET NO.	
NOVOLA, LOUISIANA		SHEET NO.	



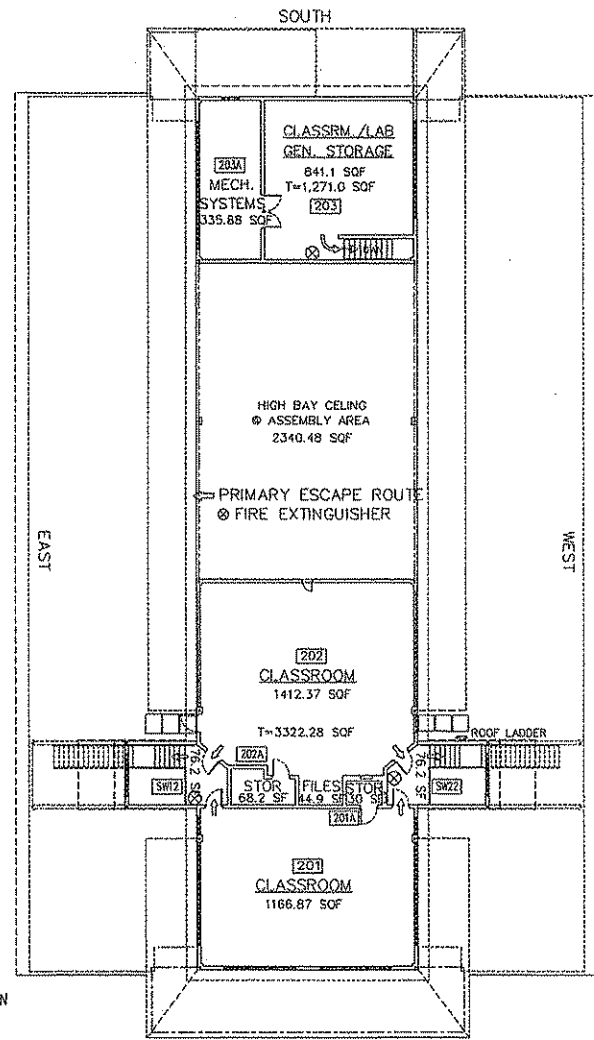
ALMED HEALTH



REAR BUILDING LAYOUT
TOTAL BLDG AREA=6,408.17 SQ.FT.



FIRST FLOOR LAYOUT
1st FL AREA=18,338.06 SQ.FT.



SECOND FLOOR LAYOUT
2nd FL AREA=4,593.28 SQ.FT.

TOTAL FACILITIES AREA=29,339.51 SQ.FT.
LA MARINE & PETROLEUM INSTITUTE
DICKSON ROAD - HOUMA, LOUISIANA 70363

NOTICE TO BIDDERS

Sealed bids will be received for Fletcher Technical Community College, Administration Office, 310 St. Charles Street, P O. Box 5033, Houma, Louisiana 70361-5033 until **10:00 A.M., on Tuesday, March 3, 2009** for the following:

Solicitation Number: 09021

FOR

SURVEILLANCE SYSTEM, INSTALLATION AND CONFIGURATION FOR FLETCHER TECHNICAL COMMUNITY COLLEGE MAIN CAMPUS, LAMPI AND ALLIED HEALTH FACILITIES

Complete Bidding Documents may be obtained from:

FLETCHER TECHNICAL COMMUNITY COLLEGE
310 ST CHARLES STREET
HOUMA, LA 70360
Attn: Susan Delahoussaye
Email: sdelahoussaye@ftcc.edu
Phone: (985) 857-3655
Fax: (985) 857-3689

SITE VISIT IS REQUIRED.

PRE-BID CONFERENCE:

A pre-bid conference will be conducted on this project at the jobsite on Thursday, **February 19, 2009 at 10:00 A.M.** Access to the job site will be available as part of the pre-bid conference.

Bid security **MUST** be attached (Insurance Company, Bank Money Order, Certified Check or Cashier's Check) in the sum of five percent (5%) of the amount bid (including base bid and additive alternates, if any) and shall become the property of the Owner in the event the contract and bond are not executed within the time set forth above. If bid bond is used, it shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an A- rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to ten percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide, or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds. In addition, the bond shall be written by a surety or insurance company that is currently licensed to do business in the state of Louisiana.

Bids shall be accepted only from Contractors who are licensed with the Louisiana State Fire Marshal or retain a Louisiana State Electrical License.

Bids shall be accepted only from Contractors who are licensed under La. R.S. 37:2150-2163 for the classification(s) such as, Electrical Work and/or specialty of Telecommunications, Fire & Security Systems, Alarm Systems and Equipment, Furnish & Install Builder's Hardware & Security Hardware Equipment, Furnish & Install Computerized Control & Monitoring Systems. No bid may be withdrawn for a period of thirty (30) days after receipt of bids.

Fletcher Technical Community College shall incur no obligation to the Contractor until the Contract between Owner and Contractor is fully executed.

FLETCHER TECHNICAL COMMUNITY COLLEGE
TRAVIS LAVIGNE
CHANCELLOR

SOLICITATION NUMBER: 09021

FOR

**SURVEILLANCE SYSTEM, PRODUCTS AND INSTALLATION FOR FLETCHER TECHNICAL
COMMUNITY COLLEGE
MAIN BUILDING, LAMPI AND ALLIED HEALTH FACILITIES**

CATEGORY

COMMERCIAL BUILDING CONSTRUCTION

BID DELIVERY INSTRUCTIONS FOR FLETCHER TECHNICAL COMMUNITY COLLEGE (FTCC),
OWNER.

BIDS MAY BE MAILED THROUGH THE U.S. POSTAL SERVICE TO OUR BOX AT:

FLETCHER TECHNICAL COMMUNITY COLLEGE
ADMINISTRATION
PURCHASING SECTION
P O BOX 5033
HOUMA, LA 70361-5033

BIDS MAY BE DELIVERED BY HAND OR COURIER SERVICE TO OUR PHYSICAL LOCATION AS
FOLLOWS:

FLETCHER TECHNICAL COMMUNITY COLLEGE
ADMINISTRATION
PURCHASING SECTION
310 ST CHARLES STREET
HOUMA, LA 70360

BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER
MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE FTCC ADMINISTRATION OFFICE
IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID
DELIVERY.

BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET
THE BID OPENING DATE & TIME SHALL RESULT IN REJECTION OF THE BID.

PUBLICIZING AWARDS. IN ACCORDANCE WITH L.A.C.34:i.535, UNSUCCESSFUL BIDDERS WILL
BE NOTIFIED OF THE AWARD PROVIDED THAT THEY SUBMIT WITH THEIR BID A SELF-
ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION. FOR ADDITIONAL
INFORMATION, CONTACT:

FLETCHER TECHNICAL COMMUNITY COLLEGE
310 ST CHARLES STREET
HOUMA, LA 70360
Attn: Susan Delahoussaye
Email: sdelahoussaye@ftcc.edu
Phone: 985-857-3655

SITE VISIT IS REQUIRED.

**SITE VISIT IS SCHEDULED FOR THURSDAY, FEBRUARY 19, 2009 AT 10:00 AM.
VISIT WILL COMMENCE IN FLETCHER TECHNICAL COMMUNITY COLLEGE'S ADMINISTRATION
OFFICE, 310 ST CHARLES STREET, HOUMA, LA**

FOR ACCESS TO JOB SITE, CONTACT:

FLETCHER TECHNICAL COMMUNITY COLLEGE
310 ST CHARLES STREET
HOUMA, LA 70360
Attn: Candace Chiasson, Information Technology
Email: cchiasson@ftcc.edu
Phone: (985) 857-3655
Fax: (985) 857-3689

Signature Authority.

In accordance with L.R.S. 39:1594 (Act 121), the person signing the bid must be:

1. A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
2. An individual authorized to bind the vendor as reflected by an accompanying corporate resolution, certificate or affidavit; or
3. An individual listed on the State of Louisiana Bidder's application as authorized to execute bids. By signing the bid, the bidder certifies compliance with the above.

SOLICITATION NUMBER: 09021

GENERAL CONTRACT PROPOSAL FORM

BID OPENING DATE: March 3, 2008 at 10:00 A.M.

FLETCHER TECHNICAL COMMUNITY COLLEGE
ADMINISTRATION OFFICE
PURCHASING SECTION
310 ST CHARLES STREET
HOUMA, LOUISIANA 70360

BID MADE BY: _____

PROJECT: Furnish all labor, materials, tools and equipment necessary for Second Floor Renovation at Fletcher Technical Community College as per drawings and specifications prepared by the Facilities Department.

The undersigned, in compliance with your invitation for bids for the project listed above, having examined the specifications and related documents, inspected site and being familiar with all of the conditions surrounding the fulfillment of the contract, hereby proposes to furnish all labor, materials, tools and equipment necessary to complete the above referenced project within the time set forth herein and for the price stated below.

The Lump Sum Total Price stated shall include all permits and governmental fees, licenses, and inspections, and all sales, consumer use and taxes of any other nature or kind whatever arising from or pertaining to the work or portions thereof provided by the contractor which are legally enacted at the time bids are received, whether or not yet effective.

BASE BID: I/We propose to furnish all materials and perform all work as described in the specifications and related documents for the sum of: (WORDS AND FIGURES) Reflect Bid by Facility on page B-4.

LUMP SUM TOTAL \$ _____

Note: Also reflect Bid by Facility on page B-4.

COMPLETION DATE: The undersigned guarantees completion of project as per base bid in _____ calendar days.

NOTE: WHERE SO INDICATED BY THE MAKEUP OF THE BID FORM, SUMS SHALL BE EXPRESSED IN BOTH WORDS AND FIGURES, AND IN CASE OF A DISCREPANCY BETWEEN THE TWO, THE WRITTEN AMOUNT SHALL GOVERN.

IMPORTANT: IN ACCORDANCE WITH R.S. 37:2163 A **LOUISIANA CONTRACTORS' LICENSE NUMBER** IN THE APPROPRIATE CLASSIFICATION(S) SUCH AS, Electrical Work and/or specialty of Telecommunications, Fire & Security Systems, Alarm Systems and Equipment, Furnish & Install Builder's Hardware & Security Hardware Equipment, Furnish & Install Computerized Control & Monitoring Systems **MUST APPEAR ON THE BID OPENING ENVELOPE ON ALL PROJECTS IN THE AMOUNT OF \$50,000.00 OR MORE** (AND \$1.00 OR MORE IF HAZARDOUS MATERIALS ARE INVOLVED).

FOR ANY BID SUBMITTED IN THE AMOUNT OF FIFTY THOUSAND DOLLARS OR MORE, THE CONTRACTOR SHALL CERTIFY THAT HE IS LICENSED AND SHOW HIS LICENSE NUMBER ON THE BID.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA:

Addendum No: _____ Dated: _____ Addendum No: _____ Dated: _____

Addendum No: _____ Dated: _____ Addendum No: _____ Dated: _____

LOUISIANA STATE FIRE MARSHAL LICENSE NO. _____

LOUISIANA STATE ELECTRICAL LICENSE NO. _____

LOUISIANA CONTRACTORS LICENSE NO. _____

NAME (PLEASE PRINT OR TYPE) _____

SIGNATURE _____

TITLE _____

FIRM NAME _____

ADDRESS _____

FEDERAL I.D. NUMBER _____

PHONE _____

FAX _____

GENERAL CONDITIONS, INSTRUCTIONS, POLICIES AND PROCEDURES

BIDDING PROCEDURE:

All bids must be submitted on the forms provided for this purpose and must be filled out with ink or typewritten and signed in ink. Any interlineation, alteration or erasure must be initialed by the signer of the bid.

Bidder shall assume full responsibility for timely delivery to the location designated for receipt of bids. Any bids received after the designated opening time will be returned unopened.

The Fletcher Technical Community College is an equal opportunity employer and looks to its Contractors, Subcontractors, vendors and suppliers to take affirmative action to effect this commitment in its operations.

Compliance with civil rights laws. By submitting and signing this solicitation, the bidder agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and bidder agrees to abide by the requirements of the Americans With Disabilities Act of 1990. Bidder agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation, without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by bidder, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

BIDDERS REPRESENTATION:

In making his bid, each bidder represents that: He has read and understands the bid documents and his bid is made in accordance herewith; he has visited the site and has familiarized himself with the local conditions under which the work is to be performed; and his bid is based upon the specifications described in the bid documents without exception.

ADDENDA:

No Addenda will be issued within a period of seventy-two (72) hours prior to the date set for receipt of bids, except an Addendum, if necessary, postponing the date of receipt of bids or cancelling the request for bids.

Receipt of all Addenda issued shall be acknowledged in bid proposal and/or returned with bid proposal.

CONSIDERATION OF BIDS:

Fletcher Technical Community College reserves the right to reject any or all bids and in particular to reject a bid not accompanied by any required bid security or data required by the bid documents or a bid in anyway incomplete or irregular.

Fletcher Technical Community College reserves the right to waive any informality or irregularity in any bid received, deemed to be in the best interest of the State of Louisiana.

RECORDATION CERTIFICATE:

Contractor upon receipt of executed contract, bond, purchase order and Notice to Proceed shall record contract and bond with the Clerk of Court in the parish in which the work is to be performed, obtain a Certificate of Recordation from the Clerk of Court and forward this Certificate immediately to FTCC, Administration Office, Bid Department. Fletcher Technical Community College will process no invoices until receipt of the Certificate of Recordation.

Liquidated Damages in the amount of **\$50.00** per day will be assessed for each and every day the project remains incomplete beyond the established completion date.

CONTRACT, PERFORMANCE BOND, LABOR AND MATERIALS PAYMENT BOND:

If the undersigned is notified of the acceptance of the above bid or bids, within thirty (30) days of the time set forth for the opening of bids, he agrees to execute a contract for the work accepted, in the standard contract form currently used by Fletcher Technical Community College within ten (10) days after notice of acceptance from FTCC.

The undersigned further agrees, if awarded the contract, to execute and deliver to FTCC Administration Office, Bid Department at the time the contract documents are executed, a Performance Bond with Power of Attorney, on the forms provided, in an amount equal to the contract sum and agrees that this bond will be secured by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an A- rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to ten percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide, or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds. In addition, the bond shall be written by a surety or insurance company that is currently licensed to do business in the state of Louisiana

BID SECURITY:

Bid security MUST be attached (Insurance Company, Bank Money Order, Certified Check or Cashier's Check) in the sum of five percent (5%) of the amount bid (including base bid and additive alternates, if any) and shall become the property of the Owner in the event the contract and bond are not executed within the time set forth above. If bid bond is used, it shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an A-rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to ten percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide, or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds. In addition, the bond shall be written by a surety or insurance company that is currently licensed to do business in the state of Louisiana.

AFFIDAVIT:

Successful Contractor shall be required to execute an affidavit attesting "THAT PUBLIC CONTRACT WAS NOT SECURED THROUGH EMPLOYMENT OR PAYMENT OF SOLICITOR".

REJECTION OF BIDS:

The undersigned understands that Fletcher Technical Community College reserves the right to reject any and all bids and to waive any informalities.

WITHDRAWAL OF BIDS:

The undersigned agrees that this bid shall be good and may not be withdrawn for a period of thirty (30) calendar days after the bid opening.

PROGRESS PAYMENTS: The following payment schedule shall apply:

For contracts with a completion date of more than thirty (30) days:

On or about the first day of each month, ninety percent (90%) of the value based on the Contract Price of labor and materials incorporated in the work and of materials suitably stored at the site thereof up to the first day of that month, as estimated by the owner, less the aggregate of previous payments and upon substantial completion of the entire work, a sum sufficient to increase the total payment to ninety percent (90%) of the Contract Price.

For contracts with a completion date of thirty (30) days or less:

Upon satisfactory completion of the work, ninety percent (90%) of the Contract Price.

ACCEPTANCE:

A Notice by FTCC of Acceptance of Work will be executed and forwarded to the Contractor for recording with the Clerk of Court in the parish in which the work has been performed. Contractor shall furnish a clear Lien Certificate from the Clerk of Court (to FTCC along with final invoice) forty-five (45) days after recordation of acceptance. Final payment of ten percent (10%) will be made at this time.

INSURANCE:

Compensation Insurance, public liability and property damage insurance, as per the attached insurance page, are required on this bid.

INSURANCE REQUIREMENTS

CONTRACTOR'S LIABILITY INSURANCE

Proof of Insurance will be required before work can commence.

Insurance coverage specified below shall be furnished with the following minimum limits:

COMPENSATION INSURANCE: The Contractor and Subcontractors shall take and maintain during the life of the contract Workman's Compensation Insurance for all of their employees employed at the site of the project. In case any class of employees engaged in hazardous work under the Workman's Compensation Statute, the Contractor and Subcontractor shall provide Employer's Liability Insurance for the protection of their employees not otherwise protected.

PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE: Comprehensive Public General Liability Insurance, including but not limited to bodily injury, property damage, contractual liability, products liability, completed operations and owner's protective liability with combined single limits of \$250,000 per occurrence with a minimum aggregate of \$500,000.

LICENSED AND NON-LICENSED MOTOR VEHICLES: The Contractor shall take out and maintain during the life of the contract, Automobile Public Liability Insurance in an amount not less than combined single limits of \$100,000 per occurrence for bodily injury/property damage. If any non-licensed motor vehicles are engaged in operations within the terms of the contract on the site of the work to perform thereunder, such insurance shall cover the use of all such motor vehicles engaged in operating within the terms of the contract on the site of the work to be performed thereunder, unless such coverage is included in the insurance specified.

JOBSITE VERIFICATION FORM

VENDOR MUST INSPECT JOB SITE TO VERIFY MEASUREMENTS AND/OR AMOUNT OF SUPPLIES NEEDED PRIOR TO BIDDING. IF VENDOR FINDS CONDITIONS THAT DISAGREE WITH THE PHYSICAL LAY-OUT AS DESCRIBED IN THIS BID, OR OTHER FEATURES OF THE SPECIFICATIONS THAT APPEAR TO BE IN ERROR, SAME SHALL BE BROUGHT TO THE ATTENTION OF SUSAN DELAHOUSSEY, FTCC ADMINISTRATION, PRIOR TO BID OPENING. **SITE VISIT MUST BE VERIFIED BY AGENCY.**

CONTACT PERSON FOR SURVEILLANCE SYSTEM SITE VISIT IS:

FLETCHER TECHNICAL COMMUNITY COLLEGE
310 ST. CHARLES STREET
HOUMA, LA 70360
Attn: Candace Chiasson, Information Technology
Email: cchiasson@ftcc.edu
Fax: (985) 857-3689
Phone: (985) 858-5735 Cell: (985) 991-0961

THIS SIGNED STATEMENT CERTIFIES THAT THE VENDOR NAMED BELOW HAS VISITED THE JOB SITE AND IS FAMILIAR WITH ALL CONDITIONS SURROUNDING FULFILLMENT OF THE SPECIFICATIONS FOR THIS PROJECT.

Vendor's Company Name

Fletcher Technical Community College
Representative

Vendor's Signature (Print Name above Signature)

Date

CORPORATE RESOLUTION

BE IT RESOLVED by the Board of Directors of _____
in a meeting duly assembled that _____
(Name) (Title)
of the Corporation, be, and he is hereby authorized, empowered and directed for and on behalf of
the Corporation to negotiate for and sign any and all bid proposals and/or contracts which this
Corporation might enter for the furnishing of services for the Corporation under such terms,
conditions and stipulates, and for such consideration as he might deem to the best interest of the
Corporation.

* * * * *

I, _____ (Name) Secretary of
_____ do hereby certify that the above and
foregoing is a true and correct copy of Resolution unanimously adopted at a meeting of the Board
of Directors of said Corporation held on the _____ day of _____, 2008, at which meeting
all members of the Board of Directors were present and voted thereon and that said Resolution has
been spread upon the minute books of the Corporation, and same is in full force and effect.

WITNESS MY SIGNATURE THIS _____ day of _____, 2008, at
_____, Louisiana.

Secretary

BIDDER'S AFFIDAVIT

A sworn statement shall be submitted with the bid certifying that the bidder has not, directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this project. This sworn statement shall be in the form of an affidavit as indicated below, executed and sworn to by the bidder before persons authorized by laws of the State to administer oaths. The original of such sworn statement shall be submitted with the bid.

Affidavit

Solicitation Number: _____

Name of Project: _____

Parish: **TERREBONNE**

(an individual)

(a partnership)

_____ (a corporation)

certify that I (we) have not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for this project.

(an individual)

(a partnership)

(a corporation)

Signed _____

By _____

Title _____

Parish or county _____

State of _____

Subscribed and sworn to before me this _____ day of _____, 20__

My commission expires the _____ day of _____, 20__

Notary Public

BID BOND

as principal (Bidder) and _____
as Surety, are bound unto the Fletcher Technical Community College (hereinafter referred to as
"FTCC") in the full sum of _____
DOLLARS, (\$_____) for payment of which the Principal and Surety bid
themselves, their heirs, administrators, successors, and assigns, jointly and severally.

The condition of this obligation is such that Principal has submitted to FTCC a bid on a
contract identified as Renovation Project of the Second Floor of the FTCC Main Campus.

If the contract is awarded to the Principal and the Principal, within the specified time,
enters into the contract in writing and gives the required bond(s) with Surety acceptable to FTCC
for performance of said contract, this obligation shall be void: otherwise to remain in effect.

PRINCIPAL (BIDDER)

SURETY

BY: _____
OWNER OR AUTHORIZED
REPRESENTATIVE

BY: _____
AGENT OR ATTORNEY-
IN-FACT

TYPED OR PRINTED NAME

TYPED OR PRINTED NAME

DATE SIGNED: _____

DATE SIGNED: _____